

UMFK Special Circumstances (Cover Letter)

Policy and Procedures:

Request for Reconsideration of Family Contribution Due to Change in Income

A student and/or parent who has/have experienced a **substantial** reduction in income from the FAFSA base year to the first calendar year of the award year may request reconsideration based on the actual and estimated income for that first calendar year.

The person whose income change is being reconsidered must complete all questions in his/her respective column on the "Request for Reconsideration of Family Contribution Due to Change in Income" form, provide an explanation, complete and sign the form, **provide all supporting documents** and **do not leave lines blank. If the answer is zero enter a zero.**

If the base year tax return has not already been submitted, a signed copy of all pages of the base year federal income tax return must accompany the request.

Although UMFK will make every effort to increase financial aid when there is a decrease in Expected Family Contribution (EFC), any such increase depends upon available funding and program regulations.

Special Circumstance Form
2011-2012 Request for Reconsideration of Family Contribution Due to Change in Income
Provide ALL Supporting Documents!

I am requesting that my Expected Family Contribution as calculated by the U. S. Department of Education be reconsidered due to a change in income from the base year 2010 to the year 2011. I am including all supporting documentation along with this form to the financial aid office.

In order for UMFK to consider your request, **you must complete all lines for each person checked**. Estimate yearly amounts for 2011. **If the answer is zero, enter a enter a zero**. Do Not leave any lines blank. The student must sign the form and, if parental information is requested, at least one checked parent must sign also.

Student's Name: _____

Student's SSN: _____

Complete All lines for EACH person checked

	Student		Student's Spouse		Father/Stepfather		Mother/Stepmother	
	2010	2011	2010	2011	2010	2011	2010	2011
Actual Income Earned								
Estimated Earned Income								
for rest of year for 2011								
Unemployment Benefits								
Severance Pay								
Social Security								
Pension								
Disability								
VA Benefits								
TANF								
Other Benefits								
Child Support								
Alimony								

Please explain the reason for the changes and provide documentation:

I/we authorize the University of Maine at Fort Kent to forward this information to the U.S. Department of Education to amend the 2011-2012 FAFSA that I/we filed.

Signature of Student _____ Date _____

Signature of Parent _____ Date _____

Although UMFK will make every effort to increase financial aid when there is a decrease in Expected Family Contribution, any such increase depends upon available funding and program regulations.